

Hours of Employment First Participation for self-employed individuals are determined by:

$$\text{Gross Income} - \text{Expenses} \div \text{Minimum Wage}^* = \text{Monthly Hours of participation}$$

* beginning July 24, 2008 use minimum wage of \$6.55 per hour

beginning July 24, 2009 use minimum wage of \$7.25 per hour

Newly Report Self-Employment

If the self-employment income is not included in the ADC budget, hours of participation are based on ledgers that show anticipated income and expenses for the first 3 months of the business. If a contracted EF Case Manager receives these ledgers, they should be immediately forwarded to the SSW using a WP-3 Change Report Form. If the self-employment is first reported to the SSW, and the ledgers are received, the SSW should send a WP-3 Change Report Form to the EF Case Manager telling them the hours of participation the individual will be given.

Ongoing Self-Employment

Employment First hours of participation should be based on the amount of income shown in the latest ADC budget. Contractor staff should not request monthly self-employment ledgers to use as verification of participation. The SSW will request verification of self-employment income as needed for eligibility determination and those verifications should be used in determining hours of monthly participation until such time as a change is reported.* If the calculation results in less than the minimum required hours of participation, the individual will be required to participate in additional activities.

*If ledgers are then provided showing an increase in net self-employment income, we can calculate a change in participation hours using the increased self-employment income until such time as another change is reported. It is very important that as soon as a change in self-employment income is reported, a WP-3 is sent immediately to inform either the EF Case Manager or the SSW of the change.

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